



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
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To: Dr. Joel Boyd, Superintendent of Schools
From: Dr. James Hall, Chief Operating Officer
Date: June 11, 2021
Re: Director of Information, Communication & Technology Services

Pursuant to the Human Resources & Labor Relations Subcommittee's recommendation on June 10, 2021, I request that the enclosed Job Description be presented to the School Committee for approval and posting.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

**Director of Information, Communication & Technology Services
Office of Teaching & Learning**

Job Goal: The Director will manage and direct the administrative and educational aspects of technology district-wide in support of student achievement and staff productivity.

Performance Responsibilities:

1. Serve as an active member of the technology committee supporting efforts to set long-range plans, curricular goals, and the budget for the district.
2. Create a technical vision for the district and plans for implementation of new technical projects to support that vision.
3. Create technical budgets, allocate resources, and determine schedule of product releases or project deadlines.
4. Oversee the overall network infrastructure plan and implementation, including network administration and maintenance.
5. Establish and maintain an effective system of electronic communications throughout the organization.
6. Oversee staff development needs of technology staff.
7. Coordinate development and maintenance of policies and procedures related to educational technology.
8. Define standards for technology and standard configuration for instructional spaces at all grade levels.
9. Understand all hardware and have the ability to show others how to do repairs.
10. Maintain records including: inventory, documentation of systems, and maintenance and operation records.
11. Define replacement cycle, including end-of-life strategy.
12. Plan and implement community awareness and educational programs that relate to technology.
13. Oversee the purchase, installation and management of all technology hardware and software.
14. Provide for preventative maintenance, service and service contracts on designated software.
15. Collaborate with appropriate departments and provide technology specifications for all grants, and incentive programs.
16. Keep apprised of new developments and resources in the technology field and their application in support of student learning.

17. Other duties as assigned by the Chief Academic Officer and Superintendent of Schools.

Qualification:

- Bachelor's degree or higher with experience in education.
- Master's degree in Instructional Technology, Information Technology, Computer Science, Library Media Science, or Educational Leadership preferred.
- Five years education/technology experience, ten years preferred.
- Understanding of technology and how it relates to curriculum.
- Willingness to allow for flexibility in scheduling hours/days.
- Strong written and oral communication skills.
- Demonstrated project management skills.
- Proven leadership ability.
- Strong organizational skills.
- Ability to manage and motivate employees and delegate work appropriately.
- Ability to work closely and instruct adults.

Reports to: Chief Academic Officer

Effective Date of Employment: As soon as possible after posting period closes

Salary: \$110,000 to \$120,000 annually depending upon qualifications and experience

Terms of Employment: 227 - 237 day annual employee (negotiable), non-affiliated